



## Privacy statement – Onboarding as a new staff member or trainee at EFSA

In view of confirming recruitment as a staff member or as a trainee at EFSA, the candidate needs to provide a series of documents collected by means of the EFSA e-recruitment system. The onboarding process is digitalised, in a sense that as a candidate for recruitment or traineeship at EFSA, you are requested to upload the required documentation in a dedicated section of the electronic system.

In accordance with Article 15 of Regulation (EU) 2018/1725<sup>1</sup> on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies (hereafter 'the Data Protection Regulation'), EFSA provides the following information regarding the processing of your personal data in the context of the onboarding.

### 1. Information on the controller and the data protection officer:

The Head of Human Capital Unit (HuCap) is the controller of the onboarding process of new EFSA staff members and trainees. The controller can be contacted by writing to [HRS.onboarding@efsa.europa.eu](mailto:HRS.onboarding@efsa.europa.eu)

EFSA's data protection officer can be contacted for information and advice on data protection by writing to [DataProtectionOfficer@efsa.europa.eu](mailto:DataProtectionOfficer@efsa.europa.eu).

### 2. Purpose of the Personal Data Processing:

The purposes of the onboarding process and the provision of related documents by candidates is to complete the formal steps related to their recruitment as a staff member or as a trainee at EFSA, in accordance with the conditions for employment laid down in the Staff Regulations.

### 3. Legal basis:

The staff onboarding process forms part of the tasks carried out in the public interest and for the management and functioning of EFSA as mandated by its Founding Regulation (EC) No 178/2002<sup>2</sup>.

More specifically, the legal basis for the onboarding process is provided by:

- The Staff Regulations and the Conditions of Employment of other Servants of the European Union (CEOS)<sup>3</sup>;

<sup>1</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ 21.11.2018, L 295/39.

<sup>2</sup> Regulation (EC) No 178/2002 of the European Parliament and of the Council of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety, OJ L 31, 1.2.2002, p. 1-24 as well as Regulation (EU) 2019/1381 on the transparency and sustainability of the EU risk assessment in the food chain and amending *inter alia* Regulation (EC) No 178/2002, OJ L 231, 6.9.2019, p. 1-28.

<sup>3</sup> Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community, [as last amended](#), OJ 45, 14.6.1962, p. 1385



- The Decision of the EFSA Management Board of 18 June 2018, laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Art. 2(f) of the CEOS<sup>4</sup>;
- The Decision of the EFSA Management Board of 18 June 2018, laying down general implementing provisions for implementing Art. 79(2) of the CEOS, governing the conditions of employment of contract staff employment under the terms of Art. 3(a) of those conditions for employment<sup>5</sup>.

#### **4. Information on EFSA's electronic system supporting staff recruitment including the onboarding of new staff members and trainees:**

As a candidate for recruitment or a traineeship at EFSA, you are asked to upload the documents in a dedicated section of the e-recruitment system accessible via the EFSA website. EFSA's e-recruitment system is supported by the Oracle Taleo Cloud, configured taking account of ex ante impact assessment in the sense of Article 39 of the Data Protection Regulation. The system is accommodated with state-of-the-art security measures and data is stored securely in ISO certified data centres located inside the European Union. In addition, function-based access control and account management has been established.

#### **5. Categories of personal data processed:**

Please find hereunder the list of documents required in the context of your onboarding as a new staff member or trainee at EFSA, which, in the light of the broad definition in Article 3(1) of the Data Protection Regulation are considered personal data:

Documents needed prior to employment at EFSA:

- ✓ Proof of studies
- ✓ Proof of employment
- ✓ Proof of EU member state or EFSA Partner Country nationality
- ✓ Sworn affidavit or certificate that no criminal record exists
- ✓ Birth certificate
- ✓ Proof of fulfilment of military service obligations

Documents needed for the identification of individual entitlements:

- ✓ Proof of residence
- ✓ Legal document stating current family status
- ✓ Birth certificate of children
- ✓ Document showing any family allowance
- ✓ The last tax declaration/payslip of your spouse or recognized partner
- ✓ Confirmation on your already established place of origin

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<sup>4</sup> Available here: [https://www.efsa.europa.eu/sites/default/files/Decision\\_of\\_the\\_Management\\_Board\\_on\\_the\\_engagement\\_and\\_use\\_of\\_temporary\\_staff\\_under\\_Art.\\_2%28F%29\\_2015\\_06\\_18.pdf](https://www.efsa.europa.eu/sites/default/files/Decision_of_the_Management_Board_on_the_engagement_and_use_of_temporary_staff_under_Art._2%28F%29_2015_06_18.pdf)

<sup>5</sup> Available here: <https://www.efsa.europa.eu/sites/default/files/CA%20Implementing%20rules.pdf>



#### Other documents:

- ✓ Request form - Contribution travel expenses
- ✓ Legal Entity Form (LEF) / Bank Account Form (BAF)
- ✓ Medical Insurance (trainees)
- ✓ Medical fitness
- ✓ VISA (for non-EU trainees)
- ✓ Determination of rights form
- ✓ Allowances received from other sources form
- ✓ Change of place of origin form
- ✓ Third language form
- ✓ Declaration of confidentiality form
- ✓ Fiscal residence form
- ✓ Installation allowance form
- ✓ JSIS confidentiality form
- ✓ Travel expenses form
- ✓ Salary advance Request form

#### **6. Recipients of personal data:**

The access to personal information and documents provided in the context of the onboarding process is managed on a 'need-to-know' basis by means of role-based access control and account management in the electronic tool ('Access Management procedure for the Talent Management Solution'). This procedure aims at ensuring that the information is only disclosed to authorised recipients including:

- ✓ HuCap Unit staff in charge of talent selection, staff recruitment and trainees' selection,
- ✓ On a need to know basis, the Finance Unit and other units within the Business Services Department of EFSA regarding the determination of the administrative status and rights and the payment of salaries and allowances,
- ✓ Access can be granted on request to bodies in charge of auditing, control and judicial review, including the European Ombudsman, the European Data Protection Supervisor, OLAF, the European Court of Auditors, the Civil Service Tribunal.

#### **7. What are your rights as a data subject in relation to data processed on you?**

As a data subject, you can exercise your right of access, rectification or erasure of your personal data, by sending a request by email to the Data Controller at the following address [HRS.onboarding@efsa.europa.eu](mailto:HRS.onboarding@efsa.europa.eu).

#### **8. Retention period of personal data:**

All personal information and documents with the exception of the sworn affidavit or certificate on criminal record, will be downloaded from the e-recruitment system by HuCap staff in charge and transferred to your personal file in the sense of Article 26 of the Staff Regulations, which is maintained in a paper and in electronic format in the SYSPER system for your entire



career/traineeship duration at EFSA. After recruitment confirmation, the sworn affidavit or certificate on criminal record is either returned to you or destroyed and replaced in the personal file with an acknowledgement or receipt.

#### **9. Right to lodge a complaint:**

As a data subject, you have a right to lodge a complaint on the processing of their personal data in the context of the onboarding as an EFSA staff member or trainee with the European Data Protection Supervisor ([EDPS complaints form](#)).